

The Vigo County Sheriff's Department will have an opening effective January 2011 for:

Vigo County E 911 Director

Salary \$40,000.00 - \$49,000.00

Vigo County, Indiana is seeking E 911 Director to provide administrative and supervisory experience, Public Safety Communications Center knowledge, and management to the emergency communications 911 center. Must successfully complete the following within 6 months: IDACS/NCIC, medical dispatch, ILEA communications courses. Must have valid Driver's License and must be able to pass an extensive background check including criminal history and drug screening.

Preferred Qualifications/Knowledge/Skills/Abilities

1. Bachelor's degree in Public Safety, Business Administration, Emergency Communications, Administration of Justice, Computer Technology or related field, and five years of experience in emergency communications as dispatcher, ideally ten years as experience as a dispatcher with five years experience in management role, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
2. Knowledge of federal, state, local regulations concerning radio communications.
3. Knowledge of development, implementation and maintenance of geographic data base information.
4. Knowledge of radio communication systems and future trends as well as the implementing and maintenance of the system.
5. Knowledge of law enforcement, fire, emergency medical services, and disaster management communications procedures and protocols.
6. Knowledge of Computer Aided Dispatch systems.
7. Knowledge of E911 systems.
8. Demonstrated success with personnel management.
9. Experience in strategic and long-term planning.
10. Experience in project management.
11. Experience in preparing and administering the Communications Center budget.
12. Experience with vendor and contract management.
13. Successful experience with grant writing
14. Ability to deal courteously with the public and to establish and maintain favorable public relations.
15. Ability to develop and maintain effective working relationships with City/County officials, employees of other departments and the public.
16. Ability to communicate effectively, both orally and in writing.
17. Ability to handle conflicting priorities and work schedules to meet challenging deadlines.
18. Excellent computer skills

Resumes can be mailed to:

Attention: Human Resources
% Vigo County Commissioners' Office
650 S. 1st Street
Terre Haute, IN 47807

Date of Posting: 11/01/2010